



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved Minutes
Friday, September 9, 2016 Meeting of the State Contracting Standards Board
999 Asylum Avenue, Hartford, Connecticut
5th Floor Conference Room

Members Present:

Claudia Baio, Chair
Thomas Ahneman
Alfred W. Bertoline
Bruce Buff
Charles W. Casella, Jr.
Stuart Mahler
Robert Rinker
Roy Steiner

David L. Guay, Executive Director - ex-officio board member
Julia Marquis, Chief Procurement Officer

1. [Call to order](#)

Meeting called to order by Chair Claudia Baio at 10:04 A.M.

2. [Approve the Minutes of the August 12, 2016 Meeting](#)

Chair Baio entertained a motion to approve the draft minutes from the August 12, 2016 Board meeting.

Motion made by Alfred Bertoline and seconded by Robert Rinker to approve the minutes of the August 12, 2016 Board meeting. All voted in favor.

3. [IT procurement and contracts presentation](#)

Chair Baio welcomed Mark Raymond, Chief Information Officer of the Bureau of Enterprise Systems and Technology (BEST) and Rachel Whitesell, IT Attorney of the Department of Administrative Services (DAS) Procurement Division for a presentation to the Board on Information Technology. A detailed presentation on information technology and information technology procurement was presented to the Board.

- 1) With IT procurement there are many considerations:
- 2) What is the need?
- 3) What is the best solution?
- 4) What does the market offer?
- 5) What do the feds want?
- 6) What's in the budget?
- 7) Access to proprietary software?
- 8) Security? With a "cloud based solution" being promoted by the IT industry, security could be an issue.

Alfred Bertoline asked Mr. Raymond and Attorney Whitesell what are the conclusions they will take back from this session and will you come back to us with suggestions on how the Board can help in this process of information technology procurement, such as avoiding the problems and concerns raised by the Department of Motor Vehicle (DMV) purchase and installation of licensing software. Mr. Bertoline asked if they could respond in sixty days with ways in which the Board could be helpful. Both Mr. Raymond and Attorney Whitesell agreed that they could put together a framework of the type of issues that impact contracting, and considerations that could be pushed out as best practices.

In conclusion Chair Baio noted that the Board is still very interested in reviewing the software procurement problems at the DMV and once it is prudent to speak about the issues the Board would like them back to have that discussion. Mr. Raymond offered, that without getting into the details, the fundamental thing around the whole process at DMV was that there wasn't a real focus on the speed of the transactions at the counter. Moving from a system that performed singular transactions to a system that was more holistic. The holistic approach requires more information and increases the time of the transactions and there wasn't enough focus on that issue.

Motion made by Alfred Bertoline and seconded by Bruce Buff for a short recess. All voted in favor. The Board recessed at 11:35 A.M.

The Board returned from recess at 11:45 A.M.

4. [Strategic Planning](#)

Executive Director David Guay provided an update. Two members, not in attendance will be speaking to the Chair about switching Work Groups. He also reported since adopting the Strategic Plan July 8th the work groups and our two standing committees have held a total of seven meetings in nine weeks.

5. [Continued Review of Labor Relations Contracts](#)

Julia Marquis reported that according to the response from Secretary Barnes of the Office of Policy and Management, a cost effectiveness evaluation (CEE) was required by Connecticut

State Colleges and Universities (CSCU), but we have not heard back as to whether this has been accomplished yet. Ms. Marquis will reach out to CSCU to find out the status of that task.

6. [DESPP possible rape kit processing outsourcing](#)

Ms. Marquis wrote to Dr. Vallaro for further clarification because DESPP had reported that they did not believe they needed to follow the privatization process. They believe because of the use of federal funds that they weren't required to complete a cost benefit analysis (CBA). Ms. Marquis is still waiting for a response.

7. [Report from Privatization Contract Committee](#)

Committee Chair Baio reported that the Committee met on September 6, 2016 continuing its review of the bridge safety inspection contracts, with the majority of the meeting a substantive discussion with representatives of the Department of Transportation (DOT). The DOT representatives reported that theoretically they believe there are cost savings to be had by bringing the work-in house. Chair Baio noted that based upon the demonstrated savings in the completed cost effectiveness evaluation, the DOT is requesting five positions in each of the next two fiscal years. They also believe not every part of bridge safety inspections can be moved in-house, but they do believe that an incremental approach is possible.

The Committee's next step is to reach out to the DOT and request that they convert their cost effectiveness evaluation (CEE) to a cost benefit analysis (CBA) as required in the review and create the required plan for returning the work in-house. The Committee is requesting that the CBA and the plan be provided by the date of the Committee's next meeting which will be after the regular Board meeting on October 14, 2016.

8. [DESPP possible rape kit processing outsourcing](#)

Ms. Marquis reported on the Department of Rehabilitation Services (DORS) issue of the elimination of the unit which provides interpreters for the hearing impaired and then going out to contract for interpreter services. The Privatization Committee undertook that analysis and determined that it did not meet the definition of a privatization contract. The second issue the Committee was concerned with was whether DORS had a statutory responsibility to provide those services and the answer provided is that they do not. With those answers, the Committee concluded the matter.

9. [Report of the Contested Solicitations and Awards Subcommittee](#)

Mr. Rinker, Chair of the Contested Solicitations and Awards Subcommittee reported the Subcommittee currently has one matter before it, concerning a bidder for case management services for the Department of Social Services (DSS). The Subcommittee met and issued a

decision to DSS asking the department to re-score the bids. The Subcommittee is waiting for a response about the outcome of the rescoring.

10. Report from Data Analysis Work Group

Work Group Chair Alfred Bertoline reported that we are making progress. A request was sent to the Office of Policy and Management for specific data from their contracting data base. Mr. Bertoline reported that it is a huge database, and we are asking for things that have not been asked for before. We have a lot of data on contracts, we have it by state agency, sorted by dollar value. But the piece that is missing is sorting the data by contractor across all agencies, thus determining who the largest contractor with the State of Connecticut is today. The work group plans to get together do initial analysis and then see where are our opportunities for savings. Once the last piece of information is received we will be able to begin our process and hopefully do some good for the State.

11. Report from Training and External Communications Work Group

David Guay reported the Training and External Communications Work Group held their first meeting on August 30, 2016. The training component will be led by Julia Marquis. The work group reviewed Ms. Marquis' current training and began to formulate what future training will look like. The group discussed partners in training and funding avenues. The communication component focused on creating a concise and accurate description of the work we have done with focus on describing the savings, efficiencies and good we can continue to provide the citizens of the State into the future. The work group is set to meet again on September 22, 2016 to review the concepts each member has created for the narrative.

12. Report from Investigations/Audits Work Group

Thomas Ahneman reported the Investigations and Audits Work Group met on August 30, 2016. The group has decided to drop the investigations part of the group name and focus on the audit component. The group is setting up a meeting with the Auditors of Public Accounts and discussed what our audit would entail, such as the scope, statutory and regulatory compliance. The group is mindful that the audit must be consistent with our mission of cost savings and training. The group also discussed the creation of a self-assessment tool and will meet again on September 22, 2016.

13. Report from Operating Regulations Work Group

Mr. Guay reported that the Operating Regulations Work Group has met twice on August 8, 2016 and on August 18, 2016. A methodology and approach was agreed upon by the Work Group members. We reviewed the Uniform Procedures Act (UAPA) for the guidance and direction it provides. We reviewed other similar state agency regulations and an initial rough draft was reviewed. The Work Group hopes to meet with our Assistant Attorney General (AAG)

at the next meeting of the work group contingent on completion of a final draft for consideration.

14. Other business

No other business.

15. Adjournment

Motion made by Robert Rinker and seconded by Alfred Bertoline to adjourn. All voted in favor, the motion passed and the meeting was adjourned at 12:05 P.M.

Respectfully submitted: David Guay